

*NCA Self Study*  
*Criterion 4 Documents*

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Eastern Illinois University

Year 2013

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Program Review- IBHE Program Review  
Guide for Departments

Mary Herrington-Perry

This paper is posted at The Keep.

[http://thekeep.eiu.edu/eiunca\\_assessment\\_docs/49](http://thekeep.eiu.edu/eiunca_assessment_docs/49)

# Overview of the 2013-2014 IBHE Program Review Process

## 1. Programs under review:

### To be submitted in 2014

CIP Code	Degree Program
04.0301	Post-Baccalaureate Certificate in Public Planning (short progress review)
11.0199	B.S.B. in Management Information Systems
13.1315	Post-Baccalaureate Certificate in Reading Instruction (short progress report)
16.0101	B.A. in Foreign Languages
27.0101	B.A. in Mathematics
27.0101	M.A. in Mathematics
30.0801	B.S. in Mathematics and Computer Science
40.0501	B.A. in Chemistry (short progress report)
40.0801	B.S. in Physics
50.0701	B.F.A. in Art (short progress report)
51.3101	M.S. in Dietetics (short progress report)
52.0201	B.S.B. in Business Administration
52.0201	Master of Business Administration
52.0301	B.S.B. in Accounting
52.0301	Post-Baccalaureate Certificate in Accountancy
52.0801	B.S.B. in Finance
54.0101	B.A. in History
90.5206	Business Solutions Center

## 2. Review format:

The IBHE Program Review Report Summary comprises three parts:

- A. A brief overview of the degree program or research/public service unit that identifies its mission, student learning objectives, career/further education objectives, and significant achievements and concerns;
- B. Brief, detailed responses to IBHE-assigned questions/issues; and
- C. Brief, detailed responses to EIU-assigned questions/issues.

The summary format is included below.

## 3. Deadlines:

- A first draft will be due to your dean no later than **January 24, 2014**; the final draft is due to the VPAA Office no later than **June 6**. This final draft must include 1) the Program Review Summary Form; and 2) the dean's summary of program strengths, concerns, and recommendations. Word or Rich Text summaries should be submitted to [mhperry@eiu.edu](mailto:mhperry@eiu.edu).
- The maximum length of the review report summary is **five** single-spaced pages. (You may write a longer report, but please send me no more than the five-page summary.)
- During the spring semester, program reviewers will be asked to present a summary of the report to the appropriate academic council(s). Council chairs will schedule these meetings.
- To ensure that recommendations resulting from the reviews are addressed, the deans will provide the Provost with regular follow-up reports describing departments' progress.

For complete details, see <http://castle.eiu.edu/acaffair/IBHE/ProgramReview/programreview.doc>.

## IBHE PROGRAM REVIEW SUMMARY FORM

1. **Reporting Institution** \_\_\_\_\_

2. **Program Reviewed** \_\_\_\_\_

3. **Date** \_\_\_\_\_

4. **Contact Person** \_\_\_\_\_

a. **Telephone** \_\_\_\_\_

b. **E-mail** \_\_\_\_\_

c. **Fax** \_\_\_\_\_

5. **Overview**

6. **Major Findings and Recommendations**

- a. Description and assessment of any major changes in the program/disciplinary context e.g., (1) in the overall discipline or field; (2) student demand; (3) societal needs; (4) institutional context for offering the degree; (5) other elements appropriate to the discipline in question; and (6) other.
- b. Description of major findings and recommendations, including evidence of learning outcomes and identification of opportunities for program improvement;
- c. Description of actions taken since the last review, including instructional resources and practices, and curricular changes; and
- d. Description of actions to be taken as a result of this review, including instructional resources and practices, and curricular changes.

7. **Responses to Institution-Assigned Issues**

8. **Outcome**

a. **Decision:**

\_\_\_\_\_ Program in Good Standing

\_\_\_\_\_ Program flagged for Priority Review

\_\_\_\_\_ Program Enrollment Suspended

b. **Explanation**